COMMUNITY BASED RESEARCHER

Drs. Angele Alook and Deborah McGregor are leading a research project administered through the Centre for Indigenous Knowledges and Languages at York University and supported by York University’s Catalyzing Interdisciplinary Research Cluster fund called *Indigenous Climate Leadership and Self-Determined Futures*. They are seeking a full time Community Based Researcher to work on the project from May 22, 2023 to Dec 31, 2024.

**Position Details**

Start Date: May 22, 2023  
End Date: Dec 31, 2024  
25 hours per week  
$35 per hour (+ Benefits)

**Overview and Job Purpose**

The Community Based Researcher (CBR) will join the project, “Indigenous Climate Leadership and Self-Determined Futures” funded by York University’s Catalyzing Interdisciplinary Research Cluster fund. The project is composed of an interdisciplinary team of faculty at York University and seeks to generate understanding of, and build support for, Indigenous climate leadership. The selected candidate will receive direct mentorship from Dr. Angele Alook, Assistant Professor in the School of Gender, Sexuality and Women’s Studies and Dr. Deborah McGregor, Associate Professor in the Faculty of Environment and Urban Change and Osgoode Hall Law School.

**Major Responsibilities**

*Outreach and Knowledge Mobilization*

- The Community Based Researcher (CBR) will be responsible for community, youth, and Elder engagement. They will serve as the point person at the community level. They will also coordinate the co-development of research, resources and knowledge sharing initiatives.

- The CBR will engage in research activities, including but not limited to ethics renewals/updates, data gathering, transcription, analysis, interpretation, preparing summary reports, assist with the preparation of manuscripts and grant applications.

- Promotes the work of the research team through different mediums (the research team is a diverse group with various knowledge mobilization approaches, which include academic publications and conferences, podcasts, audiovisual mediums, creates and maintains social media accounts.

- Works with Indigenous peoples involved in climate leadership and develops opportunities for collaboration.
- The CBR will work with the research team, including graduate students and research assistants.

**Conduct and Analyze Interviews**
- Collaborates and works closely with the Postdoctoral Fellow and the Graduate student Research Assistant in collecting and analysing data and writing publications.
- The CBR will engage in participants recruitment and ensure that appropriate cultural protocols are adhered to.
- Schedules times to meet with interview participants.
- Working with a list of guiding questions, conducts interviews with participants, and ensures that the content is properly collected and stored.
- Provides analysis of the information recorded (may involve writing transcriptions and/or working with transcription and analysis software programs).
- Records research participant insights in focus groups, circles and gatherings.

**Coordinate Events and Gatherings**
- Assists with coordinating logistics of two gatherings planned in 2023: one in mid-May and another in September.
- Work closely with CIKL coordinator to plan gatherings, coordinate schedules, travel, accommodations, processing honorarium and expense claims, hospitality and ensuring proper protocols are followed.
- Works alongside the research team in drafting an agenda and sending out invitations to invited guests.
- Assists at all gatherings (working registration table, ensure protocol is followed, etc.)
- Creates flyers and promotes events as needed.
- Coordinates regular meetings with the research team and takes notes as needed.

**Assist with the Preparation of Grant Applications**
- The Community Based Researcher and Postdoctoral Fellow will work with the research team to foster and secure Indigenous collaborations and other stakeholders in preparation for large scale grant applications.
- Develops a timeline for the completion of grant applications based on internal and external deadlines already established.
- Ensures that all the aspects of the application are completed on time.

**Qualifications**
- Bachelor or Masters Degree in Liberal Arts, Social Sciences, Environmental Studies/Science, Geography or Health are preferred.
• Experience working with Indigenous (First Nations, Inuit, and Metis) communities mandatory. May include experience with on-reserve, rural or urban Indigenous communities.
• Experience working with Indigenous youth an asset.
• Knowledge of cultures and languages of Indigenous peoples mandatory.
• Training and/or experience with Indigenous knowledges will be considered.
• This role is remotely based in Canada, but occasional travel to Toronto or within Canada for meetings, conferences, and events may be required.
• Strong attention to detail is required for this position.
• Very orderly professional with superior organizational skills to simultaneously handle conflicting priorities and meet tight deadlines.
• Ability to work quickly and efficiently in a complex and frequently changing high volume.
• Respect for confidentiality, intellectual property, and ethical standards.
• Flexibility and resourcefulness to provide a solution in times of need.
• Excellent oral and written communication skills in English.

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

**Application Deadline**
May 12, 2023

**How to Apply**
Submit a resume and cover letter by email to Nathalie LaCoste Ling (cikl@yorku.ca). Cover letters should be addressed to Drs. Alook and McGregor.

Interviews may begin before the deadline.

If you have any questions, please email Nathalie LaCoste Ling: cikl@yorku.ca